

MHT CAPITAL GRANT PROGRAM

FISCAL YEAR 2013

GRANT GUIDELINES

***Completed grant applications
must be postmarked by
February 15, 2013***

Maryland Historical Trust

100 Community Place
Crownsville, MD 21032-2023
www.mht.maryland.gov



Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor

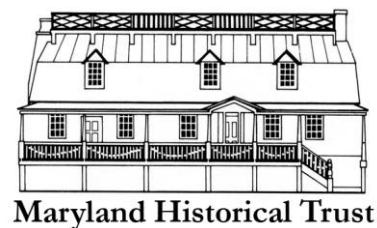
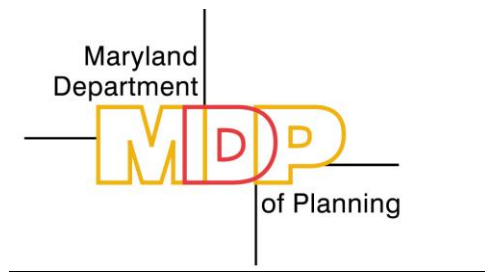
The objective of the **Historic Preservation Grant Program** (the "Program") for capital projects is to provide funding to assist and encourage efforts to acquire and preserve historic properties. The Program offers assistance to non-profit organizations, local jurisdictions, business entities and private citizens in their sponsorship of capital projects involving historic properties.

Individual grant awards will range from a minimum of \$5,000 to a maximum of \$25,000.

MARYLAND HISTORICAL TRUST MISSION STATEMENT

The Maryland Historical Trust is dedicated to preserving and interpreting the legacy of Maryland's past. Through research, conservation and education, the Maryland Historical Trust assists the people of Maryland in understanding their historical and cultural heritage.

The Maryland Historical Trust is a unit of the Maryland Department of Planning (MDP).



How to Apply

Application materials include:

- Grant Guidelines (this document)
- Application with Instructions and Checklist of Attachments

These forms are available on the MHT website at: http://mht.maryland.gov/grants_capital.html

These forms may also be obtained in hard copy from MHT by contacting Kathy Monday at 410-514-7603 or kmonday@mdp.state.md.us.

Applications for the Fiscal Year 2013 MHT Capital Grant Program must be postmarked by February 15, 2013. Late applications will be returned to the sender.

The application and all required attachments must be ***sent in hard copy*** to:

Anne B. Raines
Capital Grants and Loans Administrator
Maryland Historical Trust
100 Community Place
Crownsville MD 21032

For assistance in the development of your grant application, please contact Anne Raines, MHT Capital Grants and Loans Administrator, at 410-514-7634 or Araines@mdp.state.md.us.

To coordinate review of your proposed work as required by the easement, please contact Amy Skinner, MHT Easements Administrator, at 410-514-7632 or Askinner@mdp.state.md.us.

Eligibility

Eligible applicants

- **Non-profit organizations** and **local jurisdictions**, as defined in COMAR 34.04.09, are eligible to apply for Program funding. **Private individuals** and **business entities** may also sponsor grants, however, they should be aware that the selection criteria (as follows) typically favors the selection of projects and properties owned or sponsored by non-profit organizations and local jurisdictions. In order to be competitive, projects sponsored by private individuals and for-profit business entities should involve a predominantly “public purpose” use, rather than a private benefit.
- Non-profit organizations and business entities must be in good standing with the State Department of Assessments and Taxation, qualified to do business in Maryland, and have the legal capacity and authority to incur obligations involved in the MHT Historic Preservation Grant Program. **Note:** The State Comptroller’s Office will apply any grant award to offset any outstanding State taxes and disburse a check for the balance.

Eligible projects

- In this funding cycle, **grants will only be awarded to assist properties on which MHT already holds a Preservation Easement** which is recorded in the local land records on or before the postmark deadline of February 15, 2013.
- Grants awarded through this Program in 2013 may be used only to support **capital projects, i.e. acquisition, rehabilitation, or restoration of historic properties**. All improvements funded by a grant must have an expected useful life of at least 15 years.
- Applicants also may receive funding for **pre-development costs as part of an acquisition, rehabilitation, or construction project**. Such pre-development costs may cover historic structure reports and studies, plans and specifications, archeological investigations necessary for the conduct of a capital project, and reasonable fees for architectural, design, engineering, and other special services excluding legal fees, insurance premiums, appraisal fees, and other costs not directly associated with project acquisition or construction activities.
- **All work must be reviewed by MHT before being undertaken** and must adhere to the Secretary of the Interior’s *Standards for the Treatment of Historic Properties* (36CFR Part68). Copies of the *Standards* may be obtained at the National Park Service website: <http://www.nps.gov/history/hps/tps/standards/rehabilitation.htm>. To initiate MHT’s review of your proposed project, contact Amy Skinner, MHT’s Easements Administrator, at 410-514-7632 or Askinner@mdp.state.md.us.
- To be eligible for funding through this Program, the project must be located within a Priority Funding Area (PFA) or a waiver must be granted by the Secretary of Planning. Please note that **ALL applicants must contact the Maryland Department of Planning (“MDP”)** to accurately determine the PFA status of the proposed project. If a waiver is required, the completed waiver application must be submitted to MDP by February 15, 2013. See detailed information included in the application instructions.
- Projects for which funding has been received from the Program may seek funding again in subsequent fiscal years provided that funding is sought for a different phase of the overall

project. Funding of any phase of a project does not guarantee funding in any future phase of the project.

- Structures used for religious purposes may be eligible for grant assistance generally for exterior work only and will be reviewed for eligibility by MHT on a case by case basis. Spaces or objects used primarily for religious purposes are not eligible for funding.
- ***Please note that grant funds may not be used for ANY work that is already underway or complete.***
- ***Also note that all architects, engineers, consultants, and contractors whose services are paid for with grant funds must be selected through specific procurement procedures (see Grant Procurement Guidelines at http://mht.maryland.gov/grants_capital.html) prior to the beginning of construction activities.***

Ineligible projects

Some projects or expenditures are not eligible for funding through the Program. Such ineligible projects or expenditures include:

- Acquisition, protection, stabilization, preservation, rehabilitation, or restoration work that is ***already underway or completed.***
- ***Projects that are not approved*** through MHT's review process for alterations to easement properties; i.e., projects that do not conform to the Secretary of the Interior's *Standards for Treatment of Historic Properties* (36 CFR Part 68). Copies of the *Standards* may be obtained at the National Park Service website:
<http://www.nps.gov/history/hps/tps/standards/rehabilitation.htm>
- Expenditures that are ***not "capital" expenditures.***
- ***Project for which incomplete grant applications are submitted or for which grant applications are submitted after the required deadline.***

Additionally, State- and federally-owned properties typically are otherwise protected and do not rank through competition for funding through the Program. Please contact MHT if your project falls into this category.

Grant Amounts & Matching Requirements

- Individual grant awards are expected to range from a **minimum of \$5,000 to a maximum of \$25,000**.
- All Grant recipients, *except for non-profit organizations*, are **required to match the grant dollar-for-dollar** in cash and/or an equivalent dollar value of in-kind services.
- In general, the presence of matching funds improves the chances of a project being awarded grant funds. Although non-profit organizations are exempt from matching requirements, a strong cash and/or in-kind commitment will enhance the competitiveness of the application. Please also note that some expenses that may be incurred by the grantee in the course of the grant project (e.g. insurance, utility bills, some permit fees, legal fees for title work required for easement, etc.) CANNOT be reimbursed out of the grant funds and are not eligible as match. Please see explanatory table on following pages.
- If matching funds are required or proposed, ***all proposed matching funds must be in hand at time of application***. *In addition, failure to provide all proposed matching funds as needed during the course of the project may result in a reduction or forfeiture of grant award funding.* **Note:** Grants are awarded in part based on project readiness to proceed.
- The cost to acquire a property that is the subject of the grant project may not be considered as matching funds unless the grant project is exclusively for acquisition purposes.
- A grantee may use more than one source of state funds on a single project as long as proposed work under the scope of work is assigned separately to each funding source. State funds other than the grant award may **not** be used as match for this grant.
- Unpaid volunteer time may be valued at the current rate for volunteer time for the state of Maryland set by the organization Independent Sector:
http://www.independentsector.org/volunteer_time
- Please note that all members of your organization's board must use the hourly rate for volunteer time even if they are providing professional services (i.e., a lawyer on your organization's board, if providing pro bono legal services, may only value his time at the volunteer's hourly rate, not at a lawyer's hourly rate).
- Donated professional or construction services may count as in-kind match and should be valued at the individual's customary hourly rate.
- Any project match must:
 - Not have been used as match for any other state or federally assisted program;
 - Be necessary and reasonable for proper and efficient accomplishment of the grant project;
 - Be used for eligible expenses per the lists below;
 - Be verifiable;
 - Be incurred and contributed within the grant period, as defined by the Grant Agreement;
 - Be provided for in the Grant Agreement Scope of Work.

Grant Funds MAY NOT be used to pay for:	Items which MAY NOT be counted as match:
<ul style="list-style-type: none"> Expenditures outside the grant period as defined in the grant agreement 	<ul style="list-style-type: none"> Expenditures outside the grant period as defined in the grant agreement
<ul style="list-style-type: none"> Expenditures outside the scope of the grant agreement 	<ul style="list-style-type: none"> Expenditures outside the scope of the grant agreement
<ul style="list-style-type: none"> Non-capital expenses such as research, studies, or predevelopment activities that are not part of a capital project 	<ul style="list-style-type: none"> Non-capital expenses such as research, studies, or predevelopment activities that are not part of a capital project
<ul style="list-style-type: none"> Insurance 	<ul style="list-style-type: none"> Insurance
<ul style="list-style-type: none"> Appraisals 	<ul style="list-style-type: none"> Appraisals
<ul style="list-style-type: none"> Equipment that is not inherent to the capital project 	<ul style="list-style-type: none"> Equipment that is not inherent to the capital project
<ul style="list-style-type: none"> Signage or exhibits that are not integral to the structure; exhibits with an expected useful life of less than 15 years 	<ul style="list-style-type: none"> Indoor or outdoor exhibits with an expected useful life of less than 15 years
<ul style="list-style-type: none"> Employee salaries 	<ul style="list-style-type: none"> Employee salaries
<ul style="list-style-type: none"> Project / grant management, if it can be reasonably included in staff job duties 	<ul style="list-style-type: none"> Project / grant management, if it can be reasonably included in staff job duties
<ul style="list-style-type: none"> Meetings (venue rentals, food, etc) 	<ul style="list-style-type: none"> Meetings (venue rentals, food, etc)
<ul style="list-style-type: none"> Maintenance 	<ul style="list-style-type: none"> Maintenance
<ul style="list-style-type: none"> Landscaping that is not related to necessary work scope 	<ul style="list-style-type: none"> Landscaping that is not related to necessary work scope
<ul style="list-style-type: none"> General office expenses 	<ul style="list-style-type: none"> General office expenses
<ul style="list-style-type: none"> Work to any area of a site or building, or a building element, that is used for religious purposes (i.e. interior of worship space, Sunday School classroom), unless the work is required to make repairs to the building structure 	<ul style="list-style-type: none"> Other state funds (bond bill, etc) – see note above
<ul style="list-style-type: none"> Permit or approval fees 	<ul style="list-style-type: none"> Funds which have been used as match for any other state or federally assisted program – see explanation above
<ul style="list-style-type: none"> Legal fees 	
<ul style="list-style-type: none"> Any work that is not properly procured (see separate information on procurement process for design and construction services). <i>Contracts to be paid out of grant funds CANNOT be sole-sourced.</i> 	
<ul style="list-style-type: none"> Cash reimbursement of volunteer time 	

Items which MAY be counted as Match:	Items which MAY be counted as In-Kind Match:
<ul style="list-style-type: none"> Expenditures within the grant period as defined in the grant agreement 	<ul style="list-style-type: none"> Expenditures within the grant period as defined in the grant agreement
<ul style="list-style-type: none"> Expenditures within the scope of the grant agreement 	<ul style="list-style-type: none"> Expenditures within the scope of the grant agreement
<ul style="list-style-type: none"> Cash 	<ul style="list-style-type: none"> Volunteer time (with documentation) calculated at the current rate of volunteer time set by the organization Independent Sector for the state of Maryland (see above)
<ul style="list-style-type: none"> Cash purchases such as materials 	<ul style="list-style-type: none"> Donated professional or construction services (with documentation) calculated based on the individual's customary hourly rate (see above)
<ul style="list-style-type: none"> Funding from a grant or loan that is NOT from the state government 	<ul style="list-style-type: none"> Donated materials (with documentation)
<ul style="list-style-type: none"> Expenditures on spaces that are used for religious purposes, or elements bearing religious imagery, if part of the capital project 	<ul style="list-style-type: none"> Discounted materials (clear breakdown of market price and applicable discount must be provided)
<ul style="list-style-type: none"> Permits 	
<ul style="list-style-type: none"> Legal fees which are directly related to the grant or the requirements of the grant (i.e. easement) 	
<ul style="list-style-type: none"> Services which have not been procured through the appropriate procurement process 	

Evaluation & Selection Process and Criteria

- In accordance with the Grant Project Selection Criteria, as provided in COMAR 34.04.09.06, grant proposals will be reviewed using criteria outlined under the five general headings listed below. Typically, a successful application will clearly demonstrate that the project will:
 - further understanding of Maryland's heritage;
 - make a significant contribution to support the mission of MHT; and
 - be managed carefully in a professional manner.
- After an initial "threshold" review (for application completeness and project and applicant eligibility) conducted by MHT staff, MHT staff will evaluate, rank, and recommend funding levels for eligible applicants.
- MHT staff will then transmit to the MHT Board of Trustees eligible application summaries, rankings, and funding levels recommended by staff. The MHT Board of Trustees will review each recommended grant award.
- MHT staff will forward the list of MHT Board recommended projects to the Secretary of Planning for final approval or disapproval.
- Grant awards are expected to be announced in late April or early May 2013.

SCORING CRITERIA

I. SIGNIFICANCE & NEED

- A. SIGNIFICANCE OF THE PROJECT:** To what extent will the project acquire, rehabilitate, or restore districts, sites, buildings, , or objects significant in the prehistory, history, upland or underwater archeology, architecture, engineering, or culture of the State and listed in or eligible for listing in the Maryland Register of Historic Properties?
- B. URGENCY:** Is the resource imminently endangered (i.e., by development pressures, erosion, neglect, etc.) or is there a unique window of opportunity to complete the proposed project?
- C. PROJECT SCOPE & PROTECTIVE VALUE:** Does the proposed project contribute to or assure long-term preservation of the resource or of Maryland's culture and heritage? Does the project provide concrete action to protect the resource(s)? Does the project address the most pressing needs and assure continued viability of the resource(s)? Will the project provide a complete product? (If one phase of a multi-year project, this refers to the completeness of this year's phase alone.) Will this be the final phase of a project that is nearing completion? Will the project design minimize long-term maintenance costs?

II. PROJECT DESIGN & MANAGEMENT

- A. PROJECT GOALS:** Are project goals and scope consistent with the mission and goals of the Maryland Historical Trust?
- B. PROFESSIONAL CAPABILITY:** Has the applicant sought advice from personnel with the necessary training, education, and experience to carry out specific project goals (i.e., recognized in field, does high quality work, experience applicable to the subject)?

- C. PROJECT BUDGET:** Is the overall budget realistic for the proposed project? Are the costs reasonable and necessary? Are all costs eligible?
- D. PROJECT SCHEDULE:** Can the project begin when indicated, i.e. does the applicant reflect an awareness of when grant funding will be available (May 2012 at the earliest)? Can the work be completed within 2 years (i.e. by May 2014)? Has a realistic sequence with appropriate work steps been developed?
- E. ADMINISTRATIVE CAPABILITY:** Do the project sponsor and administrative personnel demonstrate the capability to successfully administer grant monies, meet project deadlines, and follow established procedures? Does the project sponsor have the capability to maintain the project over time?
- F. FINANCIAL CAPABILITY:** Does the sponsoring group provide any other documented (i.e. accompanied by commitment letter, bank statement, etc.) project funding? How much cash and/or in-kind commitment is being offered by the sponsor? [Note: Projects sponsored by local jurisdictions, business entities, and individuals must provide a full 1:1 cash match.] Has the applicant documented that the full cash and/or in-kind commitment is in hand? Is the match eligible per grant requirements?

III. PUBLIC BENEFIT, IMPACT, & LOCAL COMMITMENT

- A. PUBLIC BENEFIT:** What is the planned use of the project and what are its benefits to the general public? What level of public access will be provided? How will information about the project be made available to the public? Will the project be accessible to individuals with disabilities?
- B. EDUCATIONAL & DEMONSTRATION VALUE:** How permanent and far reaching is the educational component of the project? Does the project offer interpretation of the site, heritage, or resource? Does the project have the potential to be a model or an innovator?
- C. LOCAL COMMITMENT:** Is the project supported by Legislative, County, and local government representatives?
- D. LEVERAGE:** Will the project stimulate or prompt other preservation projects or programs throughout the community and/or professional preservation support?

IV. SPECIAL INITIATIVES

- A. SPECIAL INITIATIVES:** Is the project related to the War of 1812 or to Harriet Tubman and the Underground Railroad?
- B. GEOGRAPHIC DISTRIBUTION:** Compares:
each county's share of MHT grant funds awarded
--to--
Each county's share of historic properties listed in the National Register.

Grant Administration Schedule

All dates except application deadline are approximate

The application and selection process will follow a prescribed schedule, outlined below. Please be sure to take this schedule into consideration when developing your schedule for the grant application.

Early December 2012 Official announcement of Grant Application availability and workshop schedule. MHT staff assistance is available for help completing applications, for project planning, and for identifying sources of alternate and matching funding.

February 15, 2013 Full Grant Application is due to MHT (must be post-marked by this date). Submission must include a completed application form with all required attachments.

February to April 2013 Application Evaluation and Scoring: Applications are evaluated and ranked and funding levels recommended by the MHT Board of Trustees to the Secretary of Planning for approval or disapproval.

Late April 2013 Grant reservation announcements: MHT will provide grant management guidelines to assist successful applicants, schedule an Organizational Meeting, and distribute the Program Grant Manual (outlining all required steps of the process before funds may be drawn-down).

Beginning Late April 2013 Execution of Grant Agreements: Legal Documentation is submitted by grant applicant for review by MHT staff. Grant Agreements are mailed out by MHT.

Beginning Late April 2013 Grant agreements are signed by Grantees and returned to MHT. MHT submits grant agreements to the Board of Public Works for approval. Secretary of Planning signs Grant Agreements.

April 15, 2014 Last day for proposed construction work to begin. If grant funds will be utilized for pre-development costs, this is the last day for that work to begin as well. If work will not begin by this date, then before that date the grantee must obtain an extension from the Trust, or the grant will be cancelled.

April 15, 2015 Acquisition and construction/improvements must be completed.

Grant Terms and Conditions

All applicants awarded grants through the Program will be required to enter into a Grant Agreement with MHT, which generally contains the following standard terms and conditions:

I. Grant Disbursements

- a. Grant funds will not be disbursed "up front." Disbursements will be made as the project progresses, proportionate with expenditure of matching funds and other project funding. For grant disbursement, Requests for Payment must be submitted by the grant recipient in a form satisfactory to the Trust and will be reviewed by MHT upon fulfillment of the other requirements of the grant as provided in the Grants Manual. Please note that all contractors, architects, craftspeople, etc. whose services are to be paid for (or partially paid for) with State funds must be selected through a process approved by the Trust. This requires those services to be publicly advertised or widely solicited. Contact Anne Raines, Capital Grants and Loans Administrator at MHT, with questions: 410-514-7634 or ARaines@mdp.state.md.us.

II. Insurance

- a. The Grant recipient will be required to insure the assisted property against loss or damage by fire or other hazards, casualties, and contingencies as may be required by MHT, in amounts satisfactory to MHT. Similarly, General Liability Insurance will be required for all construction efforts.

III. Easement

- a. A Perpetual Preservation Easement (for historic real property) or a Preservation Agreement (for historic properties other than real property, e.g. a ship) must be held by the MHT by the application postmark deadline of February 15, 2013 in order for the project to be eligible. A modification to the easement or preservation agreement may be required by MHT as a condition of funding.
- b. Any required modification to the easement or preservation agreement is executed between the owner and MHT before capital improvements begin and funds are disbursed.
- c. Should a modification to the easement or preservation agreement be required, the Grantee will be required to provide an Attorney's Certificate of Title acceptable to MHT, certifying the owner's title to the easement real property. In addition, an update of the Certificate will be due after the recordation of the modification to the easement but prior to the disbursement of funds. The Certificate of Title may contain only standard exceptions and encumbrances approved by MHT. ***All legal costs will be the responsibility of the Grantee.***
- d. The easement or preservation agreement must be in form and substance acceptable to the Trust and the extent of the interest to be encumbered by the easement or preservation agreement must be acceptable to the Trust.
- e. The easement coverage will be on the land or such portion of the land acceptable to the Trust, and on the exterior and interior of the historic structures, as determined by MHT.

- f. An easement/preservation agreement is a binding legal document, and the easement is recorded in the local land records. The easement affects the entire area under easement. It usually protects buildings, structures, and associated archeological resources, and confers approval authority on the MHT in the event that the owner (and all subsequent owners, in perpetuity) wishes to undertake construction or alterations to the property. The land and covered improvements in the case of an easement, and the personal property in the case of a preservation agreement, must be maintained in good condition.
 - g. Trust staff is available to offer technical preservation expertise to easement property owners and preservation agreement signers on an as-needed basis.
 - h. A sample easement is available for applicant's review at http://mht.maryland.gov/documents/PDF/Easement_Sample_Deed.pdf.
 - i. A preservation agreement is similar except that it does not affect specific lands, only personal property, and is a contract between MHT and the current property owner only.
- IV. Nondiscrimination:**
- a. Each applicant shall comply with all applicable Federal, State, and local laws and MDP policies and programs regarding drug, alcohol, and smoke free work places, disability access, and equal opportunity in employment, housing, and credit practices, and prohibiting discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, familial status, sexual orientation, or physical and/or mental disabilities in any aspect of the grant project.

Additional Information

I. Personal Information

- a. Please be advised that, in accordance with the provisions of Executive Order 01.01.1983.18, if your application contains any information that may constitute personal information as defined below, you should be aware of the following:
 - i. Any personal information ("personal information" means any information about a natural person or her/his immediate family which identifies or describes any characteristics including but not limited to education, financial transactions or worth, medical history, criminal or employment record or things done by or to that natural person or her/his immediate family) requested by the MHT and supplied by the applicant will be used principally for MHT's determination of the feasibility of the application;
 - ii. Failure to accurately and adequately supply requested personal information may jeopardize MHT approval of the application;
 - iii. MHT will permit the subjects of any personal information in an application to inspect, amend, and correct such personal information;
 - iv. Any document supplied to or obtained by MHT may be a public record generally available for public inspection under the Maryland Access to Public Records Act; however, under the Maryland Access to Public Records Act trade secrets, information privileged by law, confidential commercial data, and records describing an individual person's finances may not be disclosed; and
 - v. Personal information supplied to MHT in an application may be shared with other state, local, or federal government agencies involved with the proposed financing or project.

II. Nondiscrimination

- a. The Maryland Historical Trust, an instrumentality of the State of Maryland in the Department of Planning, prohibits discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, familial status, sexual orientation, or physical and/or mental disabilities in any aspect of the grant project. If you believe you have been discriminated against in any program, activity, or facility related to a grant application or grant award, or if you desire further information, please write to: The Maryland Commission on Civil Rights, 6 St. Paul Street, Suite 900, Baltimore, Maryland 21202.